**WHICH CATEGORY DO YOU FALL INTO? Pick one and follow the directions for it. Direct any questions to: Cindi Blair - x2124 or** **cblair@co.delaware.oh.us****.**

1. **YOU HAVEN’T GOTTEN ANY BLOODWORK DONE YET.**
2. **You want to get your bloodwork done onsite on either July 14 or July 24:**
* First, you’ll need to create a HealthWorks account. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button.
* In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.
* Next, click on “My Appointments” tab and choose “on-site screening.” Scroll to find Delaware County dates and locations. Choose an available time slot. Complete the waiver and submit.
* Remember to fast 8-12 hours prior to your blood draw. It is acceptable to drink water, black coffee and tea during the fasting period.
* Show up on time to get your bloodwork done!
* Results will be sent to HealthWorks.
* You can check to make sure they have been received by logging into your HealthWorks account, clicking on the “My Wellness” tab, then selecting “Biometric Screening Results.”
1. **You want to get your bloodwork done at a LabCorp location:**
* First, you’ll need to create a HealthWorks account. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button.
* In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.
* Next, click on “My Appointments” tab and choose “off-site screening.” Fill in required info and select “I plan to visit a LabCorp location.” Complete the waiver and submit.
* Select and print off the applicable LabCorp form. Follow the instructions on the appropriate LabCorp form including finding a location near you and making an appointment for your blood draw. Take this form with you when you get your blood draw done at a LabCorp.
* Remember to fast 8-12 hours prior to your blood draw. It is acceptable to drink water, black coffee and tea during the fasting period.
* Results will be sent to HealthWorks by LabCorp.
* Results must be completed and submitted to HealthWorks by August 14.
* You should still check to make sure they have been received by logging into your HealthWorks account, clicking on the “My Wellness” tab, then selecting “Biometric Screening Results.”
1. **You want to get your bloodwork done at your personal physician’s office:**
* First, you’ll need to create a HealthWorks account. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button.
* In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.
* Next, click on “My Appointments” tab and choose “off-site screening.” Fill in required info and select “I plan to visit my personal physician.” Complete the waiver and submit.
* Print off the “Going to your Physician” form. Take this form with you when you get your blood draw done at your physician’s office.
* Make an appointment with your physician and get the blood test done and the paperwork completed by your physician.
* You (not the physician) must submit the form with the “IH Fax Cover Sheet” (attached) to HealthWorks via fax (513-751-0018), or via scan/email (offsite@cincyhealthworks.com) or via U.S. Mail (HealthWorks, 4329-B Red Bank Road, Cincinnati OH 45227). If mailed, the results must be received by HealthWorks on or before August 14.
* Remember to fast 8-12 hours prior to your blood draw. It is acceptable to drink water, black coffee and tea during the fasting period.
* Results must be completed and submitted to HealthWorks by August 14.
* You should check to make sure they have been received by logging into your HealthWorks account, clicking on the “My Wellness” tab, then selecting “Biometric Screening Results.”
1. **YOU HAVE ALREADY GOTTEN YOUR BLOODWORK DONE.**
2. If it was **done on-site at a County location or at a LabCorp location**, you will still need to check and see if your results have been received by the HealthWorks system. If they haven’t been (and they probably have not), you will need to obtain a copy and send it to HealthWorks yourself.
* First, you’ll need to create a HealthWorks account. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button.
* In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.
* Next, click on the “My Wellness” tab and then select “Biometric Screening Results.” If your results are in there, then you’re fine and don’t need to do anything else. If your results are not in there, then continue to follow these instructions.
* You’ll need to create an account at <https://patient.labcorp.com>.
* Once it’s created, you will get to a Dashboard screen that lists all the tests you’ve had done via LabCorp. **If the results are in**, click on the “View >” link. Then click on the “Download your official report” button and download the results.
* You must submit this report with the “IH Fax Cover Sheet” (attached) to HealthWorks via fax (513-751-0018), via scan/email (offsite@cincyhealthworks.com) or via U.S. Mail (HealthWorks, 4329-B Red Bank Road, Cincinnati OH 45227).
* If mailed, the results must be received by HealthWorks on or before August 14.
* **If you don’t see any results**, click on the “Contact LabCorp” button on the main page and use that to request your lab results. Once you receive them, submit them to HealthWorks with the “IH Fax Cover Sheet” (attached) via fax (513-751-0018), or via scan/email (offsite@cincyhealthworks.com) or via U.S. Mail (HealthWorks, 4329-B Red Bank Road, Cincinnati OH 45227). If mailed, the results must be received by HealthWorks on or before August 14.
* Results must be completed and submitted to HealthWorks by August 14.
* You should check to make sure they have been received by logging into your HealthWorks account, clicking on the “My Wellness” tab, then selecting “Biometric Screening Results.”
1. If your bloodwork was **done at your personal physician’s office AND you have a copy of a completed Interactive Health Physician Form** (see attached sample):
* Complete the attached IH Fax Cover Sheet (attached).
* Send the form and the cover sheet to HealthWorks by August 14 via fax (513-751-0018), or via scan/email (offsite@cincyhealthworks.com) or via U.S. Mail (HealthWorks, 4329-B Red Bank Road, Cincinnati OH 45227).
* If mailed, the results must be received by HealthWorks on or before August 14.
* You should also then create a HealthWorks account so that you can check to make sure your results are received. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button.
* In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.
* Results must be completed and submitted to HealthWorks by August 14.
* You should check to make sure they have been received by logging into your HealthWorks account, clicking on the “My Wellness” tab, then selecting “Biometric Screening Results.”
1. If your bloodwork was **done at your personal physician’s office and you don’t have a copy of a completed Interactive Health Physician Form**:
* First, you’ll need to create a HealthWorks account. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button.
* In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.
* Click on the “My Appointments” tab and choose “off-site screening.” Fill in required info and select “I plan to visit my personal physician.” Complete the waiver and submit.
* Print off the “Going to your Physician” form and have your physician complete only the metrics that were taken at your appointment.
* Complete the attached IH Fax Cover Sheet (attached).
* Send the form and the cover sheet to HealthWorks no later than August 14 via fax (513-751-0018), via scan/email (offsite@cincyhealthworks.com) or via U.S. Mail (HealthWorks, 4329-B Red Bank Road, Cincinnati OH 45227).
* If mailed, the results must be received by HealthWorks on or before August 14.
1. **YOU CANNOT HAVE BLOODWORK DONE FOR A MEDICAL REASON.**
2. If you have received prior approval for a screening waiver from your physician, fax a copy of that approval (make sure your date of birth is on it) to Matt Burton at HealthWorks at 513-751-0018.
3. If you need to get a screening waiver completed, call Matt Burton at HealthWorks at 513-751-1288 to request a form that your physician will need to complete. When calling, be sure to mention that you are calling about a screening waiver/RAS (Reasonable Alternative Standard) for CEBCO’s Wellness Program.
4. This form must be received by HealthWorks by August 14.
5. At this time, you should also create a HealthWorks account. Go to [www.cincyhealthworks.com](http://www.cincyhealthworks.com) and click the Elevate button. In the Login area, enter your username: It’s the first letter of your first name plus the first four letters of your last name plus the last four digits of your Social Security number. Then click on the “Username/Password Help” button to get temporary password. After you use it, you’ll be prompted to create a new password.